

Courtroom Technology

Attorney Reference Guide



U. S. District Court
Western District of North Carolina



Bryson City Federal Courthouse.

Introduction

The U.S. District Court for the Western District of North Carolina is proud to announce a new service to members of the bar. Evidence presentation equipment is now available to any member of the bar practicing in the Western District of North Carolina. The Courtroom located in the Federal Courthouse in Bryson City, NC has the following equipment available:

- An evidence presentation cart equipped with an evidence camera, VCR/DVD combo, and an auxiliary connection for a laptop.
- A document camera located on the evidence cart.

The system is designed to allow evidence to be displayed throughout the courtroom on a large screen located directly across from the Jury box.

Attorneys planning to use the equipment for a court proceeding are encouraged to contact court staff in advance to inquire about training.

*You can register for training on-line at
<http://www.ncwd.uscourts.gov/Requests/EquipmentRequest.aspx/>*

System Components

- 1) Evidence Presentation cart
 - *Evidence Camera*
 - *VCR/DVD*
 - *Connection for Laptop*

- Evidence Camera

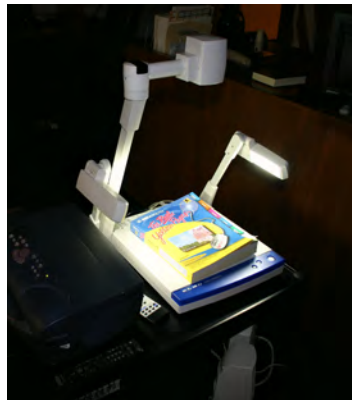


How to use the camera.

- 1) Turn on the evidence camera using the “on/off” switch located on the back.
- 2) Turn on the LCD projector using the “on/off” switch on the front of the projector.
- 3) Place the object face up on the platform.

NOTE: Camera can also be adjusted to show flipcharts or larger items that will not fit on the platform.

- 4) Adjust the zoom/focus to obtain the optimum size and clarity.



There is also a cable available for a laptop at the cart.

To use a laptop, hook the laptop cable to the laptops external monitor port. (Be sure to toggle to the correct port if nothing shows on the display.)

To use the VCR/DVD, power on the VCR/DVD and place a VHS tape or DVD in the device. Make sure a laptop is not connected and make sure the evidence camera is powered off. Press play using the device buttons or the remote control.

Be sure to power off all systems and unplug the power when you are done.

To reserve this equipment or to receive training, please register on our web site.

<http://www.ncwd.uscourts.gov/Requests/EquipmentRequest.aspx>